

TOLEDO CITY COUNCIL
WORK SESSION MINUTES
March 16, 2016

Mayor Billie Jo Smith called the Toledo City Council work session to order at 7:00pm.
Councilors present: Michele Johnson, Terri Strom, Julie Rockwell, Jackie Kauffman, and Council President (CP) Jill Lyon. Councilors excused: Alma Baxter.

City Staff present: City Manager (CM) Jay Baughman, Police Chief (PC) Dave Enyeart, City Attorney/Planner (CA) Michael Adams, Public Works Director (PWD) Lee Ritzman, and City Recorder (CR) Nancy Bryant.

Visitors present: Nola Coats, Jerry Wolcott, Janice Watson, Toledo Pro Tem Municipal Judge Joan Demarest, CJ Drake, Bill Farley and Geoff Wilkie.

Visitor Comments:

Mayor Smith introduced Joan Demarest the newly appointed Toledo Municipal Judge Pro Tem.

Visitor Presentations:

US Hwy 20 Pioneer Mountain Eddyville Project

Jerry Wolcott, Oregon Department of Transportation (ODOT) Project Leader Area 4 Corvallis provided Council with an update on the Pioneer Mountain/Eddyville highway project.

Highlights were as follows:

- Three phases of the project have been completed since it began in design-build stage in 2005.
- Moving forward, the design elements of phase four include straightening of a sharp curve at the west end of the project, construction of five buttresses for landslide mitigation, paving, guardrail, signs and striping, a 28 foot culvert under the highway to be used as a wildlife crossing, drainage control, and tie in of the old and new alignments.
- Phase Four is scheduled to begin in June and completed by October/November of 2016.
- Phase Four will include a noticeable impact of road closures,
 - June 1st – July 15th car and truck open passage 22 hours per day with some 20 minute closures.
 - July 16th – October 31st car and truck open passage 14 hours per day, 10 hour night closures and some 20 minute day closures
- Emergency agencies have been notified of the closures and arrangements have been made to accommodate emergencies on both sides of the project.
- Detour signs will be placed in Toledo, Newport, Waldport and Lincoln City to notify travelers of the nightly closures and daily delays.

CJ Drake, Communications and Public Affairs Manager of the Georgia-Pacific mill in Toledo thanked Jerry Wolcott and ODOT for their responsiveness and sharing of information regarding the impact of this project on the community employees as well as commercial traffic.

Mayor Smith thanked Mr. Wolcott for the presentation.

Toledo Food Share Pantry

Tonia Storm, Manager of the Toledo Food Share Pantry provided Council with an update on the organization's status. She noted that the organization has a volunteer coordinator, a grant writer and many other volunteers who help keep the Pantry functioning.

Highlights of the information provided is as follows:

- The Pantry currently serves an average of 113 families each month with a total of 320 families that are served throughout the year. Some families only need the service during the holidays and when seasonal work is slow.
- The Pantry recently passed the Oregon State University (OSU) Food Pantry Project to become a Food Pantry Food Educator for the Nutrition Education Program. The Pantry will provide nutritional food and information on how to prepare foods that are not always recognized by the recipient; making sure that the Pantry has all the ingredients needed to prepare a nutritional recipe.
- Pantry recipients are required to sign a statement of income eligibility and must provide proof of residence within the Toledo, Sawyers Landing and Eddyville areas.
- The Pantry also has a program to accommodate the homeless population.
- The Pantry is sponsoring a "Fun Run" event in April. All proceeds will go to the Pantry.

Mayor Smith thanked Tonia Storm for all that the Food Share Pantry does for this community.

Consent Calendar

Motion- it was moved and seconded (Lyon/Kauffman) to approve the consent calendar consisting of City Council minutes of March 2, 2016 and a records destruction list from the Police department. **Motion passed 6-0**, noting the absence of Councilor Baxter.

Discussion and Information Items

Committee Updates

Mayor Smith reported that Council will be presenting a recognition and appreciation plaque to the former Municipal Judge, Bruce Parsons. She stated that Council appreciates all that he has done for the City. She noted that Council didn't feel good about the change but the state passed legislation that required law experience for those serving as Municipal Judges.

Boards and Commissions Membership Manual

CM Baughman provided Council with an example Committee Membership Manual. He noted that the City has had a similar document specific to each board and commission with the exception of the boards and commissions that meet the most often. He suggested that a subcommittee be created consisting of two staff members, two Council members, and two boards or commission members to review the example provided as well as the City's committee manual to update what the City provides to its volunteer board and commission members. Council agreed to consider appointing a subcommittee at its April work session.

Decision Items

Appointment to the Toledo Budget Committee

CM Baughman explained that Larry Davis filled the vacant position which expired December 31, 2015 and he has expressed interest in continuing his service on the Budget Committee.

Councilor Johnson asked if any of the current budget committee members have expressed an opinion regarding this appointment. CM Baughman stated that no Budget Committee member has expressed an opinion.

Motion-it was moved and seconded (Strom/Lyon) to suspend City Council Rules and appoint Larry Davis to the Budget Committee for a three year term ending December 31, 2018.

Motion passed 6-0, noting the absence of Councilor Baxter.

Department Reports

CR Bryant reported that all members of this Council have registered an account on the Oregon Government Ethics Commission website. She noted that the deadline for completing the Statement of Economic Interest deadline is April 15, 2016.

CR Bryant asked that Council members return their City Council Handbooks for updates.

PWD Ritzman reported that there will be an advertisement in the Daily Journal of Commerce on March 18, 2016 for contractors to bid on the "A" Street improvement project. The project will be completed by Memorial Day. He also reported that a slab of concrete will be poured to accommodate a bench in the Heritage Plaza at the end of Main Street.

CA Adams reported that this month's Planning Commission meeting included a discussion of public land zones and a subcommittee was assigned to move forward with a review of the topic. The Commission will hold a public hearing at its meeting in April regarding an application to place a recreational marijuana business within the City.

PC Enyeart reported that the Police Department has officially integrated to the City's Computer Aided Dispatch system and is no longer dispatching through Willamette Valley Communications. He also reported that the department is down one dispatcher and one police officer with recruitment for both positions in progress.

CM Baughman noted that the Police Department received a grant in the amount of \$3,112 from Oregon Department of Transportation for purchasing speed radars.

City Manager Comments

CM Baughman reported the following:

- FEMA Region X trainings will be offered in Newport.
- Lincoln County Emergency Management (LCEM) has asked if the City would like to host a public presentation on the Cascadia Subduction Zone earthquake. LCEM will provide a 90 minute presentation with a question and answer period to follow. Council agreed that CM Baughman may set up the event at the Toledo Fire Station for an evening event in May.

Council Comments

Councilor Strom stated that she appreciates Mr. Wolcott's presentation on the US Hwy 20 project but she is concerned with the projected highway closure times.

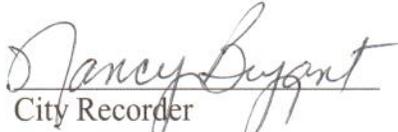
Mayor Comments

- City Council will now be submitting articles for the City Newsletter that is distributed each month with the utility bills.
- She is starting the "Chat with the Mayor" event in April at the Methodist Thrift Shop on Wednesday from 1:30 to 4pm.

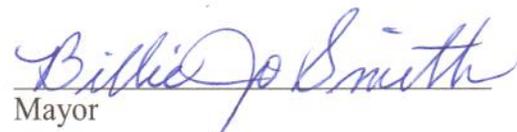
Adjournment:

Meeting adjourned at 8:11pm

ATTEST:


City Recorder

APPROVE:


Mayor